

2015

College Prospectus



**From Boyhood
to Manhood
Foundation**

FBMF COLLEGE

January 2015

Next Review Date January 2016

Table of Contents

Welcome by the Principal 3

Why choose FBMF? 4

 Academic 4

 Exceptional Support..... 4

 Counting in Ones 4

 Opportunities to be Stretched and Challenged..... 4

 Multicultural Environment..... 4

 The Student Union 4

 Sporting Talent..... 5

 Trips 5

Proposed Courses..... 5

 ATHE Level 4 Extended Diploma in Management 5

 Mandatory Units 5

 Optional Units..... 6

 Assessment..... 6

 Entry Requirements 6

ATHE Level 5 Extended Diploma in Management 7

 Progression..... 7

 Course Contents 7

 Mandatory Units 7

 Optional Units..... 7

 Assessment..... 8

 Entry Requirements 8

ATHE Level 7 Diploma in Healthcare Management..... 8

 Progression..... 9

 Course Contents 9

 Mandatory Units 9

 Optional Units..... 9

 Entry Requirements 9

 Assessment..... 10

 Entry Requirements 10

How to apply - a step by step guide 10

Proposed Academic Calendar	11
Student Support Services	12
Personal Tutors	12
Student Welfare Officer	12
Extra Support	12
First Aid Officer.....	12
Learning Resources.....	12
Availability	13
Information and Guidance	13
Safeguarding Students	13
Equal Opportunities	13
Facilities.....	14
Library	14
IT Lab	14
Classrooms.....	14
Canteen	14
Common Room.....	14
7. Accommodation.....	14
Options.....	14
Deposits	15
Council Tax.....	15
Bills.....	15
Travel Costs	15
How to Find Us.....	16
Frequently asked questions	17
How long is the College day?	17
Do I need to pay any fees?.....	17
Can I get any financial help from the College?	17
Can I get any help to cover the costs of transport?	17
Can I park at College?.....	17
I am currently living overseas - can I apply?	17

Welcome by the Principal

Welcome message from the Principal

I am pleased that you are considering joining us in the near future. We aim to facilitate your development via our education and training provision in which we have considerable expertise.

With our commitment and your efforts it is possible to maximise your potential and achieve career goals. To ensure success we have a dedicated lecturer team and we are audited by the regulatory body OFSTED to ensure that our standards are maintained.

FBMF is a newly established College with a focused, professional approach to learning, which intends to stand amongst the leaders of quality education for students around the world.

We will focus on the mission of quality education with dedication, commitment and success. We will pass on these values to our students during their time at FBMF. Students will gain not only knowledge here, but also the courage to face all the challenges in an ever changing world. Facing the trends of globalization and the knowledge economy, we will try our best to prepare you for these challenges. We are determined that you will achieve your goals.

I wish you every success in life.

D S Francis

Decima Francis MBE

Principal

Why choose FBMF?

Academic

1. We are committed to achieving high pass rates in all public exams. We will help our students to do well in all exams by providing extra support to those students in need of it.
2. A Highly Experienced and Qualified Management Team
3. Our senior management is lead by the Principal.

Exceptional Support

4. We readily acknowledge that a comprehensive network of support lies behind the success of students - this takes many forms, depending on individual need.
5. Students will also find that careers advice from the college team is helpful to them in making choices about their future. In addition, our friendly Student Officer aims to help students cope with the pressures they feel or any problems they may have.

Counting in Ones

6. We value and encourage every student. We give each of you a target minimum grade to aim to exceed. FBMF is committed to helping our students achieve better than average grades in all public examinations.

Opportunities to be Stretched and Challenged

7. We offer courses from highly respected and reputable examining bodies. You can expect to work hard and be challenged here, but we hope it will also be a rich and deeply rewarding experience.
8. Student Life
9. There will be many opportunities to get involved in college life, to make new friends and to enjoy your time here.

Multicultural Environment

10. We are proud of our multicultural environment and hope that our international students will enjoy our institution's culture. We aim to recruit students from a number of countries in Europe, Asia, Africa and the Middle East.

The Student Union

11. The Student Union will represent all students in meetings with staff, senior managers and external bodies. They will work closely with Student Officers and the College

management to organise events, awareness-raising campaigns and fund-raising activities. You can become involved in the Union as the representative elected by your tutor group, or by being elected as an executive officer in a college election.

Sporting Talent

12. Students are encouraged to use the local sporting facilities. In the local area, students will be able use the local Barking & Dagenham health & fitness club at discounted rates with their FBMF Student Card.

Trips

13. We will be arranging trips in and outside of the UK for our students.

Proposed Courses

14. We aim to run the following courses:

- a. ATHE Level 4 Extended Diploma in Management
- b. ATHE Level 5 Extended Diploma in Management
- c. ATHE Level 7 Diploma in Healthcare Management

ATHE Level 4 Extended Diploma in Management

15. The ATHE Level 4 Extended Diploma in Management is a 120 credit size qualification and is the equivalent level to the 1st year of a degree. This qualification provides generic management skills for those planning to or working in a management role. The qualification delivers the skills and knowledge that meet the needs of managers on a domestic and international platform. It's a flexible route for learners who have already achieved management qualifications at a lower level and for learners who do not have management qualifications, but may have qualifications in other areas and/or prior experience in the work place.

Mandatory Units

- a. Business Environment
- b. Resource Management
- c. Communication Skills
- d. People in Organisations

Optional Units

- e. Applying Promotional Techniques
- f. Corporate Social Responsibility
- g. Administrative Services
- h. Planning a Work Based Team Project
- i. Finance For Managers
- j. Planning a New Business Venture
- k. Customer Relationship Management
- l. Study Skills
- m. Employability Skills
- n. Personal and Professional Development
- o. Business Ethics
- p. Business Law
- q. Manage Sustainability in an Organisation

Assessment

16. Qualification assessment is done through student work. To achieve a pass for a unit, a learner must have successfully achieved the learning outcomes at the standards set by the assessment criteria for that unit. There is no external assessment (i.e. exams) attached to any unit. The learner needs to write an assignment for each unit provided by the awarding body. Learners must complete 8 units totaling 120 credits to achieve the ATHE Level 4 Extended Diploma in Management (QCF).

Entry Requirements

- 17. GCSE Advanced level profile with achievement in 2 or more subjects supported by 5 or more GCSEs at grades C and above
- 18. other related level 3 subjects
- 19. an Access to Higher Education Certificate delivered by an approved further education institute and validated by an Access Validating Agency
- 20. other equivalent international qualifications
- 21. Level B1 in English Language Test
- 22. **Mode of Study** Full Time
- 23. **Duration** 12 Months
- 24. **Awarding Body** Association of Tourism and Hospitality Executives (ATHE)
- 25. **Qualifications and Credit Framework (QCF) Level** 4

26. **Tuition Fee** £ 4000

ATHE Level 5 Extended Diploma in Management

27. The ATHE Level 5 Extended Diploma in Management is a 120 credit size qualification and is the equivalent level to the 2nd year of a degree. This qualification provides generic management skills for those planning to or working in a management role. The qualification delivers the skills and knowledge that meet the needs of managers on a domestic and international platform. It's a flexible route for learners who have already achieved management qualifications at a lower level and for learners who do not have management qualifications, but may have qualifications in other areas and/or prior experience in the work place.

Progression

28. Upon successful completion students can gain admission to Level 6 programmes or can do a Bachelor Degree top-up at various universities. For some students, the qualification can allow you to go straight into employment and a career.

Course Contents

29. Learners must complete 4 mandatory units total of 60 credits and a further 4, or 5 optional units to make a total of 120 credits to achieve the Extended Diploma.

Mandatory Units

- a. Managing communication
- b. Business Organisations in a Global Context
- c. People Management
- d. Finance For Managers
- e. Research Project

Optional Units

- f. Managing Stakeholder Engagement
- g. Risk Management
- h. Leading Organisational Equality and Diversity
- i. Corporate Social Responsibility
- j. Manage Sustainability in an Organisation
- k. Resource Management
- l. Administrative Services

- m. Planning a Work Based Team Project
- n. Marketing Principles and Practice
- o. Planning a New Business Venture
- p. Customer Relationship Management
- q. Employability Skills
- r. Business Ethics
- s. Personal and Professional Development
- t. Business Law

Assessment

30. Qualification assessment is done through student work. To achieve a pass for a unit, a learner must have successfully achieved the learning outcomes at the standards set by the assessment criteria for that unit. There is no external assessment (i.e. exams) attached to any unit. The learner needs to write an assignment for each unit provided by the awarding body. Learners must complete 8 units totalling 120 credits to achieve the ATHE Level 5 Extended Diploma in Management (QCF).

Entry Requirements

- 31. Level B1 in English Language Test AND
- 32. Level 4 qualification or equivalent completed.
- 33. **Mode of Study** Full Time
- 34. **Duration** 12 Months
- 35. **Awarding Body** Association of Tourism and Hospitality Executives (ATHE)
- 36. **Qualifications and Credit Framework (QCF) Level** 5
- 37. **Tuition Fee** £4000

ATHE Level 7 Diploma in Healthcare Management

38. The ATHE Diploma in Healthcare Management is a 120 credit qualification. The qualification provides strategic management skills for those planning to, or working in the healthcare sector both internationally and in the UK. The course provide a flexible route for learners who have already achieved management qualifications at a lower level and for learners who do not have healthcare management qualifications, but may have qualifications in other areas and/or prior management experience in the work place.

Progression

39. Upon successful completion students can gain admission do a Masters Degree top-up programme at various universities. For some students, the qualification can allow you to go straight into employment and a career.

Course Contents

40. Learners must complete the six mandatory units totaling 95 credits plus a further two or three units from the list of optional units to achieve a minimum of 120 credits for the Diploma. At least 80 of the credits for the qualification as a whole must be at level 7.

Mandatory Units

- a. Organisational Behaviour
- b. Managing Finance in the Public Sector
- c. International Healthcare Policy
- d. Manage Continuous Organisational Improvement
- e. Developing Organisational Vision and Strategic Direction
- f. Research for Senior Managers

Optional Units

- g. Human Resource Management
- h. Project Management
- i. Programme Leadership
- j. Strategic Resource Management
- k. Risk Management
- l. Managing Stakeholder Engagement
- m. Corporate Communications Strategies
- n. Leading Organisational Equality and Diversity
- o. Sustainable Business Strategy
- p. Managing Quality and Service

Entry Requirements

41. English language at a minimum of CEFR level B2 AND
42. Level 6 qualification or equivalent completed.
43. **Mode of Study** Full Time
44. **Duration** 12 Months

45. **Awarding Body** Association of Tourism and Hospitality Executives ([ATHE](#))
46. **Qualifications and Credit Framework (QCF) Level 7**
47. **Tuition Fee** £5000

Assessment

48. Qualification assessment is done through student work. To achieve a pass for a unit, a learner must have successfully achieved the learning outcomes at the standards set by the assessment criteria for that unit. There is no external assessment (i.e. exams) attached to any unit. The learner need to write an assignment for each unit provided by the awarding body. Learners must complete the eight units totalling 120 credits to achieve the ATHE Level 7 Diploma in Healthcare Management.

Entry Requirements

49. English language at a minimum of CEFR level B2 AND
50. Level 6 qualification or equivalent completed.
51. **Mode of Study** Full Time
52. **Duration** 12 Months
53. **Awarding Body** Association of Tourism and Hospitality Executives ([ATHE](#))
54. **Qualifications and Credit Framework (QCF) Level 7**
55. **Tuition Fee** £5000

How to apply - a step by step guide

56. Contact us by email, phone or post, and we will post you an application form.
Or
57. Go to www.fbmf.org.uk and apply using our online application form.
Or
58. Visit our college in person, and ask for an application form.
59. We will consider applications from all suitable students, provided we have an appropriate course for them. We use criteria set out in our Admissions Policy when making offers. We welcome students from all nationalities and backgrounds.

60. Due to the large numbers of students applying, we cannot guarantee admission to all applicants. We will concentrate in the first instance on those applicants who best fit the entry criteria as set out in our Admissions Policy.

61. If you have any questions on our application process, please contact the Admissions team who will be happy to help you.

Email: admissions@fbmf.org.uk
 Tel: 02034170880
 Address: 3rd Floor, Bow Business Centre
 153-159 Bow Road
 London E3 2SE.

Proposed Academic Calendar

2015/16 ACADEMIC YEAR	
2015	
<i>Feb – May</i>	<i>Admission open for 1st Intake (2015/16)</i>
8 – 19 June	1st Intake – Enrolment & Induction Week
22 June – 18 September	First Semester
<i>July - September</i>	<i>Admission open for 2nd Intake (2015/16)</i>
14 – 25 September	2nd Intake – Enrolment & Induction Week
28 September – 11 December	Second Semester
<i>Nov – Dec 2015</i>	<i>Admission open for 3rd Intake (2015/16), if necessary</i>
2016	
4 – 15 January	3rd Intake – Enrolment / Induction Week (if required)
4 January – 18 March	Third Semester
<i>Feb – March 2016</i>	<i>Admission open for 4th Intake (2016/17), if necessary</i>

4 April – 15 April	4th Intake – Enrolment / Induction Week (If required)
4 April – 17 June	Fourth Semester

Student Support Services

62. We place great emphasis on supporting and guiding you personally and academically. You are important to us and we will do everything we can to try to make your time here as enjoyable and productive as possible. The college is well equipped and we will ensure that you take a full part in college life.

Personal Tutors

63. Your personal tutor will play a key role in your life at college. You will meet him/her and your tutor group twice a week as well as having regular one-to-one tutorial sessions. Your tutor will get to know you well, monitoring your progress and attendance and making sure that you are kept up-to-date with what is going on in college.

Student Welfare Officer

64. Students with difficult problems or those which take time to resolve will often be referred to the Student Welfare Officer for support and guidance.

Extra Support

65. We welcome applications from students with learning difficulties, disabilities and medical conditions. It is important that you tell us on your application form whether you will require any extra support, so that we can make sure that it is there for you. If you would like to discuss any issues, please contact our Student Welfare Officer.

First Aid Officer

66. Our First Aid Officer is also available during college hours for helpful advice and in case of emergency treatment.

Learning Resources

67. You will also have access to computers, which you can use for your studies. You will be given your own personal network account which allows you to use colour printers,

scanners and photocopiers. The building is fully wireless-enabled so you will be able to use your own laptop as well.

68. Our friendly team of professional and experienced staff are happy to help you find the information you need, answer any of your IT queries and support your use of online resources and audio-visual equipment.

Availability

69. We are open from 9am to 6pm Monday to Friday.
70. We look forward to providing you with the support that you need during this challenging and fulfilling time of your life.

Information and Guidance

71. We offer information on many topics which may affect you – financial concerns, leaving home, arranging counseling appointments – as well as routine issues of everyday college life – timetables and lost property.

Safeguarding Students

72. We recognize we will play a large part in safeguarding and promoting your welfare. We aim to provide good lines of communication with trusted adults, clear procedures and policies and an ethos of protection.
73. Our focus is on maximizing opportunity and minimizing risk and enabling you to achieve the best possible outcomes in relation to “being healthy; staying safe; enjoying and achieving; making a positive contribution; and achieving economic well-being”.

Equal Opportunities

74. We pride ourselves on being a caring community and believe that everyone is of equal value irrespective of ethnic origin, religion or belief, gender, class, age, sexuality, disability or any other perceived difference. We will take active steps to promote equality of opportunity and celebrate diversity and will take action to prevent racial or sexual harassment, sexist or racist jokes and insults, bullying and any other form of intimidation or discrimination. We are committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. We will make any

reasonable adjustments to our provisions to ensure that anyone with a disability is not substantially disadvantaged.

Facilities

75. We have facilities fit for our size and purpose.

Library

76. We have a library at the college and electronic learning materials on the courses we intend to run. Students will have access to our e Library. Also they will have access to the Local Public Library, situated just a few minutes walk from the college.

IT Lab

77. We have an IT lab in the college. Students will have free access to this facility when it is not being used for teaching. The building is fully wireless-enabled so you will be able to use your own laptop as well.

Classrooms

78. Every classroom will have a projector, suitable seats, computer or laptop for the tutors.

Canteen

79. There is canteen on the first floor of the building. There are numerous fast food shops, bars, restaurants, sandwich shops and cafe within close proximity of the college.

Common Room

80. There will be a small student common room.

7. Accommodation

81. We are a non-residential college. We do not provide our own accommodation but students will be provided with support and assistance in finding local accommodation in the area. We have a list of local agents and landlords available on request.

Options

- 82. rent a room in a shared house
- 83. rent a flat for yourself in private accommodation
- 84. rent a room in a student hostel

Deposits

85. Note that most landlords want to have a security deposit (this will usually be equal to 1 month rent). You will also need to pay rent one month in advance.

Council Tax

86. As a full-time student, you will get exemption from council tax if you apply for exemption.

Bills

87. If you live in a house not occupied by the landlord you will usually pay your own bills, as they will not be included in the rent.

Travel Costs

88. Travel costs will vary depending on how far away you live from college. However, as a full-time student, you will be eligible for discounts on public transport in London. Visit <http://www.tfl.gov.uk/tickets/faresandtickets/1014.aspx#eligible> for more information.

89. Remember when you are looking for accommodation to consider the travel costs involved in living in different areas, as well as the rent price.

How to Find Us

FBMF College

From Boyhood to Manhood Foundation

3rd Floor, Bow House / Bow Business Centre

153-159 Bow Road

London, E3 2SE.



Frequently asked questions

How long is the College day?

90. We start at 9am and end at 6pm Monday to Friday. The College may alter these timings for operational reasons.

Do I need to pay any fees?

91. Yes, you need to pay full fee in advance to obtain a CAS letter.

Can I get any financial help from the College?

92. We have no scholarships at the moment. But we may consider this near future.

Can I get any help to cover the costs of transport?

93. Yes, contact the oyster card office at transport for London, on 0845 330 9876, or visit <http://www.tfl.gov.uk/tickets/faresandtickets/1014.aspx#eligible>.

Can I park at College?

94. No. There is no student parking on the College site, unless you have a disability, or you have a health problem which prevents you from using public transport. Please note also that the streets closest to the college are “residents parking only”.

I am currently living overseas - can I apply?

95. We welcome applications from students who live overseas and in the UK. If you would like further information or an application form, please contact the Admissions Office.